



COMMISSIONERS:  
COREY D. O'BRIEN • JIM WANSACZ • PATRICK M. O'MALLEY



## 2013/2014 ARTS ENGAGE! Request for Qualifications (RFQ)

### RFQ 087-13-1 APPLICATION

The County of Lackawanna  
Department of Human Services,  
Office of Youth and Family Services  
DHS/OYFS  
in partnership with  
The Department of Arts and Culture

<b>Release Date:</b>	<b>March 28, 2013</b>
<b>Information Seasonal:</b>	<b>April 2, 2013 Trolley Museum 9 am – 10 am</b>
<b>Application Deadline:</b>	<b>April 19, 2013</b>
<b>Notification:</b>	<b>May 17, 2013</b>
<b>Contract Effective Date:</b>	<b>July 1, 2013</b>
<b>Contract End Date:</b>	<b>June 30, 2014</b>

### PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by FRIDAY, April 19, 2013, 4:00 p.m.

Four (4) copies of the proposal must be provided. Proposals must be submitted to the Board of Commissioners c/o **Maria Elkins, Chief of Staff**

**200 Adams Avenue, 6th Floor  
Scranton, Pennsylvania 18503.**

Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

The 2013- 2014 ARTS Engage! Consortium RFQ Application is available in a PDF form for your convenience. An excel format is available for the budget amounts, if you prefer working with excel. The four to six (4-6) page narrative may be submitted as a word document. Artist bio or resume (1-2 pages ONLY) is mandatory. Work samples are no longer required, but must be provided upon request. Please submit a legible application for the review panel to fully understand your request.



**COMMISSIONERS:**  
COREY D. O'BRIEN • JIM WANSACZ • PATRICK M. O'MALLEY



**2013/2014 ARTS ENGAGE! Request for Qualifications (RFQ)  
RFQ 087-13-1 APPLICATION**

**APPLICANTS SHOULD NOTE THAT ANY AND ALL WORK  
INTENDED TO BE SUBCONTRACTED AS PART OF THE BID  
SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND  
MATERIALS AND REFERENCES FOR PROPOSED  
SUBCONTRACTORS(S) -- NO EXCEPTIONS**

**Lackawanna County  
Qualification Base Selection Process**

The statement of qualifications will be evaluated in accordance with the  
County's Qualifications Base Selection Process.

Anyone submitting a statement of qualifications is advised to review  
that process, which is set forth on the County's website.



**2013 / 2014 ARTS ENGAGE! CONSORTIUM RFQ 087-13-1  
Application Cover Page**

Name of Coordinating Consortium Partner			Date	
Street Address		City		Zip
Mailing (if different from Street Address)		City		Zip
Federal Tax ID #		Phone		Fax
Coordinating Partner Contact	Title	Email		Contact Phone
Alternate Contact 1	AC 1 Title	AC 1 Email		AC 1 Phone
Alternate Contact 2	AC 2 Title	AC 2 Email		AC 2 Phone
Emergency Contact		Emergency Phone		Emergency Cell or other
	Anticipated number of Students to be served	Anticipated number of Artists-Instructors	Artist Instructor Ratio to students	Venue of Program Location (s)
Elementary Program				
Middle School Program				
High School Program				
Overall Total				
2013 - 2014 ARTS Engage! RFQ 087-13-1				amount requesting \$

**2013/2014 ARTS Engage!  
Consortium RFQ 087-13-1 - Partnership Form A**

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the “code” column, use one or two letters to indicate:

- “P” **Partner** – key leaders of the consortium who meet together to plan and shape programs
- “TA” **Teaching Artist**
- “A” **Advisor** – people playing a supporting or consulting role

- “B” **Business** who may be hired
- “M” **Mentor** or Mentoring Organization
- “V” for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
<b>Social Services Organization</b>						
<b>Arts Organization</b>						

**2013/2014 ARTS Engage!  
Consortium RFQ 087-13-1 - Partnership Form B**

**Consortium Partnership Form page 2**

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the "code" column, use one or two letters to indicate:

- |  |  |
|--|--|
| <b>"P"</b> <b>Partner</b> – key leaders of the consortium who meet together to plan and shape programs | <b>"B"</b> <b>Business</b> who may be hired        |
| <b>"TA"</b> <b>Teaching Artist</b>   | <b>"M"</b> <b>Mentor</b> or Mentoring Organization |
| <b>"A"</b> <b>Advisor</b> – people playing a supporting or consulting role                             | <b>"V"</b> for <b>Venue</b>                        |

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
<b>Community Organizations</b>						
<b>Teaching Artists</b>						

**2013/2014 ARTS Engage!  
Consortium RFQ 087-13-1 - Partnership Form C**

**Consortium Partnership Form page 3**

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the "code" column, use one or two letters to indicate:

- “P” **Partner** – key leaders of the consortium who meet together to plan and shape programs
- “B” **Business** who may be hired
- “TA” **Teaching Artist**
- “M” **Mentor** or Mentoring Organization
- “A” **Advisor** – people playing a supporting or consulting role
- “V” for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
<b>Schools / Universities / Colleges</b>						
<b>Mentors / Mentorship Organizations</b>						

**2013 / 2014 ARTS Engage! Consortium RFQ 087-13-1 Application Budget**

Coordinating Consortium Partner		2013 -2014 July 1, 2013 – June 30, 2014			
EXPENSES	Elementary Program	Middle School Program	High School Program	Consortium Amount	
<b>Consortium Administrative</b> not to exceed 15% of total budget					
Administrative Salaries					
Benefits					
Administration Area ( <i>space, utilities, phone</i> )					
<b>Program Personnel</b>					
Artists - Instructors					
Program Staff					
Arts Organization					
Advisory Consultants					
<b>Materials - Supplies</b> <i>please specify</i>					
<b>Marketing Materials</b>					
<b>Transportation-Off Site Programs - Field Trips –Outings</b>					
TOTAL EXPENSES					
<b>Income</b>					
ARTS Engage! Consortium Grant Request					
TOTAL INCOME					
<b>In- Kind Support</b>					
TOTAL IN-KIND SUPPORT					
<b>Budget Summary</b> (these amounts will be filled in automatically from the amounts above)					
ARTS Engage! Consortium Grant Request					
Cash Matched (confirmed and anticipated)					
Cash income not including ARTS Engage! Consortium Amount					
In-Kind Support (total donated services and materials)					
TOTAL PROJECT BUDGET					

**2013 / 2014 ARTS Engage! Consortium RFQ 087-13-1 Personnel Budget Worksheet**

Any personnel cost for your ARTS Engage! programs should be broken down per day, per hour and/or per session.

		Cost per day day/hour /session	Number of days/hour /session	Total
<b>Coordinating Partner direct administrative costs</b>				
Admin.				
Other				
Other				
Coordinating Partner direct administrative costs TOTAL				
<b><u>Elementary Program</u></b>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Elementary School Program TOTAL				
<b><u>Middle School Program</u></b>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Middle School Program TOTAL				
<b><u>High School Program</u></b>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
High School Program TOTAL				